

Administrative Order



Administrative Order No.: 5-3

Title: Central Duplicating Services

Ordered: 3/15/1965

Effective: 3/15/1965

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter.

POLICY:

Due to the large and varied amount of printing and duplicating services required by the various departments and divisions of the metropolitan government, it is desirable to centralize many of the duplicating facilities and to have all requests for duplicating equipment or services routed through a single coordinating center for processing.

All departments requiring printing or duplicating equipment or services will place their requests through the Central Services Division of the Finance Department. The County Purchasing Agent will not process any requisition for such services or equipment without the approval of the Supervisor of the Central Services Division or the Budget Officer, as detailed below.

Minutes and agendas of the Board of County Commissioners and day-to-day reports of offices located in the County Courthouse are excluded from the above provision, and in most instances will continue to be serviced in this respect by the Courthouse Duplicating Unit.

PROCEDURE:

Central Services Division:

All requests for printing or duplicating services, except as otherwise indicated, will be submitted in final form to the Central Services Division, accompanied by Form 107.07-7, Requisition for Duplicating Services, prepared in triplicate. The Supervisor, Central Services Division, will make the determination as to whether the job may best be done by county forces or outside firms and take the necessary action to insure completion of the work. Jobs requiring outside printing, services will be transmitted by requisition to the County Purchasing Agent by the Central Services Supervisor, with a

copy to the originating department.

Courthouse Duplicating Unit:

Requests of offices located in the courthouse for work to be performed by the Courthouse Duplicating Unit will be submitted on Form 107.06-1, Reproduction Order, prepared in triplicate.

Printing by County Forces:

The cost of all printing performed by county forces for departments financed from General Fund revenues will be absorbed within appropriations budgeted for the Finance Department in the Central Services Division budget. Monthly statements will be transmitted to fee offices and proprietary fund accounts for such services performed by county forces.

Outside Printing Services:

The cost of all printing performed by outside concerns will be charged to the department for which the work was done. Each department will budget for these costs with the advice of the Supervisor, Central Services Division.

Equipment:

Purchase orders for printing, duplicating, and/or reproduction equipment will not be issued without the approval of the Supervisor, Central Services Division, and the County Budget Officer. Budgeting for such equipment will be done with the technical guidance of the Supervisor, Central Services Division.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Hoke Welch

Acting County Manager